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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 15 November 1961

FROM : Chief, Training Support Branch

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

B ✓ 1. Classroom and office space continues to be a major headache. Rebuilding of two offices into three is anticipated to provide an additional office. Some shifting of present classes will be necessary to accommodate one new class plus one class that has outgrown its assigned room. This is close to the maximum that can be done with available space.

2. Plans for installing the Language Laboratory at Langley are complete. The Building Supply Office is arranging to move the equipment. Expect to be operative early next week.

3. The security check system by contract personnel seems to be running smoothly. Some improvement in neatness has been noted but the real validity will be a reduction in security violations.


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